



**TOWN OF GILBERT  
PARKS, RECREATION AND LIBRARY SERVICES ADVISORY BOARD  
MINUTES OF REGULAR MEETING OF SEPTEMBER 8, 2015 6:00 P.M.  
MUNICIPAL BUILDING II, CONFERENCE ROOM 100  
90 E. CIVIC CENTER DRIVE, GILBERT, ARIZONA 85296**

**BOARD MEMBERS PRESENT:**

Les Presmyk, Vice Chair  
Mark Dobay  
Robert Ferron  
Mary Harris  
Paul Marchant  
Mickie Niland  
Matthew Roberts  
Lan Shafer

**BOARD MEMBERS ABSENT:**

Ron Coleman, Chair

**STAFF PRESENT:**

Rod Buchanan, Parks and Recreation Director  
Rob Giles, Parks and Recreation Manager  
John Kennedy, Parks and Recreation Manager  
Melanie Dykstra, Management Support Analyst  
Jennifer Lauria, Program Coordinator

**COUNCIL PRESENT:**

Jared Taylor

- 1. CALL TO ORDER:** Vice Chair Les Presmyk called the meeting to order at 6:00 P.M.
- 2. ROLL CALL:** Melanie Dykstra called the roll and it was determined that a quorum was present.
- 3. PLEDGE OF ALLEGIANCE:** All present recited the Pledge of Allegiance.
- 4. COMMUNICATION FROM CITIZENS PRESENT:** There were no communications from citizens at this time.
- 5. SAFETY MINUTE:** Mary Harris provided a Safety Minute. Walking and texting--don't do it. Someone at her place of work recently was looking at a cell phone and tripped. Don't do it. Pay attention to where you are walking.
- 6. BOARD MEETINGS – PROCESS IMPROVEMENTS:** This Agenda Item was moved from number 11. Mary Harris discussed process improvements on how we conduct our meetings. The Council relies on what this Board has reviewed and approved. We play a substantial advisory role. Parks Board Members come from various backgrounds and expertise. She wants to make sure all are on the same page as to the expectations of this Board, whether reviewing content or making decisions. The Board votes on many items before going to Council. We may not have a complete understanding of what the agenda topics are. Our main method of interacting is through the Board meetings. She would like to optimize the time the Board spends by having clear ideas and comprehension of what we are voting on or recommending that Staff take to Council. She would like a process improvement to the agendas and the expected outcomes for each topic. She has met with Chair Coleman, Rod Buchanan and Melanie Dykstra

several weeks ago and some ideas have made their way into our recent meetings. Data was provided ahead of time prior to the Special Meeting last week. She would like to work with one or two additional Board Members to construct a framework and process going forward as to how we structure meetings, agenda topics, and to set some criteria.

Mickie Niland asked if the problem was when we come to a meeting it is unclear what is expected. Mary stated the issue is what is expected on a particular agenda topic or whether that topic makes sense to come in front of the Board. For example, if an item comes to the Board as a long list of changes, does that make sense in terms of the level of detail an advisory board would be expected to review and comment on. Lan Shafer noted before an item is put on the agenda we want to make sure it is appropriate information and to provide a guideline of what the set goals will be before the meeting. Mary stated the role of a board member was presented by Melanie several months ago. The Board was not to determine the details of how an item would be implemented, but rather make decisions on a strategic level. Lan Shafer noted that it was the big picture, the strategic planning for the Parks and Recreation and from there it would be assigned to others to go into detail before it is presented to Council. Mary stated this Board is an advisory committee. There are Parks and Recreation professionals that work for the town. We need to keep things at that strategic advisory level and drive accountability as we see the implementation action plan.

Mickie Niland felt the Town Council wanted us to be more involved so they would not have to be. Paul Marchant had the understanding that we represent the Council and the public, we don't necessarily represent the Parks. Rod Buchanan stated there are some process improvements that we have started to implement such as the consent calendar and staff reports for all agenda items. We want to get information to the Board ahead of time so we are not having the dialogue here in a lengthy presentation. He has had 20 plus years of running and supporting boards at the staff level. He was surprised we did not have a more formal process for reports when he started here. What comes before the Board are matters of business. Rod and his Staff sit with the Chair and/or Vice Chair to set the agenda together to represent what Staff needs the Board to deliberate on. When we go to Council they may ask what the Board had to say about a particular item. This puts on the Board the ownership to read the material that Staff provides. Vice Chair Presmyk stated 15 years ago Jerry Swanson was our new planning director. He took six months to study all of our processes. Prior to that Town Council had reviewed and approved every single planning decision and zoning change and both the Planning Commission and Council meetings normally went to midnight or 1:00 A.M. It was found that of the 50 zoning cases that come before the Council, the decision was changed on only 10 percent. We moved the authority to the Planning Commission and Design Review Board and put in an appeal process so Council would only hear 5 cases instead of 50. The Vice Chair noted it is not a bad idea to have two or three people look at our meeting process and see if there are more efficient ways to get information or conduct meetings. It is not an issue of what items we see as we need to see items that are going to Council. We are the first public hearing on many of these items. Vice Chair Presmyk asked for any volunteers. Mary will ask Chair Coleman to volunteer.

#### **CONSENT ITEMS:**

Vice Chair Presmyk explained that items on the Consent Calendar were already discussed or are simply administrative items which do not require additional discussion, such as approval of a contract. With one vote we can wipe out several items with one motion. Anyone may pull one or more items for questions or discussion. We do not want anyone to vote without knowing what they are voting on. The Vice Chair entertained a motion to approve the current consent agenda.

Mickie Niland asked what the process was to pull an item off the Consent Calendar. Vice Chair Presmyk stated you may ask that a specific item be pulled or approve the Consent Agenda excluding a certain item. Mickie Niland made a MOTION to approve the Consent Agenda with the exception of Item #8. Rob Ferron seconded the Motion. Vote was 5 for and 1 against. Mary Harris opposed as she had questions on Item 9.

Vice Chair Presmyk rescinded the Motion and asked if any Board Member would like an item pulled off the Consent Agenda. Mickie Niland asked to pull Item 8. Mary Harris asked to pull Item 9. The Vice Chair called for a Motion to approve Item 7.

**7. CODE OF GILBERT – CONSIDER APPROVAL OF THE ORDINANCE AMENDING THE CODE OF GILBERT, CHAPTER 46, RELATED TO THE REGULATION OF ACTIVITIES IN TOWN RECREATION FACILITIES AND RIPARIAN PRESERVES:**

**MOTION:** Mark Dobay made a Motion to Approve Item 7 on the Consent Agenda. Mary Harris seconded the motion. All were in favor. The Motion passed.

**8. AGREEMENT – CONSIDER SUPPORT OF PARKS AND RECREATION FOUNDATION MEMO OF UNDERSTANDING:**

Mickie Niland stated it was her understanding that one of us would sit on the Foundation Board and that the Foundation would be raising money that helps the Parks and Recreation Department. Rod Buchanan stated right now the Foundation Board is made up of Staff members. We are getting the governance in place, including this Agreement. We will be soliciting community members to sit on the board and then we will transfer it over to the new president and board. Vice Chair Presmyk noted it would be similar to the Gilbert Education Foundation, independent of this Board from governance and independent of Staff. Mickie asked how often does that membership change. Rod stated it would be up to that board. Bylaws have been developed and approved by the current Board of Directors. They felt it would be helpful to have a board liaison from the Parks Board as an ex-officio non-voting member to report back activities from the Foundation and also present current needs and wants from the Parks Board. An Item later in the Agenda tonight will ask for a Board Member to serve. This Item is only to support the agreement as it contains language for Council to consider. Paul Marchant stated what we heard last month sounded fine in principle. When you mentioned Gilbert Education Foundation that brought up some flags. Les noted any board is only as good as the people involved. He also stressed the fact that membership on this Board does not preclude anyone from sitting on the Foundation board. He mentioned Gilbert Education Foundation because it is a non-profit 501c3 entity, separate from the school board and school district, and is raising money on behalf of the school district. That is the mechanism here to allow people to donate money to better the Parks & Recreation Department or facilities and now it is tax deductible. Rod stated it would be more along the lines of the Friends of the Library.

Paul Marchant made a Motion to Support the Parks and Recreation Foundation Memo of Understanding. Mary Harris asked how can you have a memo of understanding with yourself as the current board of directors. Rod Buchanan stated that was a governance question. There was a Riparian Institute Foundation that was suspended and has been sitting for years. The name was changed to make it a broader scope and established as a new Foundation with Staff as members. Basically Melanie, John, Jennifer, Rob and I sit on the board making decisions on behalf of the board, not as employees. Now by an act of the board we will transfer the board to others. If you know any interested parties please give Rod or Melanie the names as soon as possible. We will have a membership drive next month. When we hand the board over, there are no negotiations with the new board. They will know what the agreement with the Town is. Lan Shafer asked whether the Foundation is to raise money outside of the budget in order to help the Parks and Recreation with improvements or events. Rod stated there are a number of different

ways money gets into the Parks and Recreation Department. A donor can choose from a list of categories such as aquatic lessons, senior programs, etc. or they can donate as a general contribution. They can also donate for a specific purpose, i.e. a bird sanctuary. If money is donated for a specific purpose, that purpose has to be fulfilled at some point. The Foundation would make a request of the Parks Department for a specific project. Paul was satisfied last month with the presentation on the Foundation.

**MOTION:** Paul Marchant made a Motion to Support the Parks and Recreation Foundation Memo of Understanding. The Motion was seconded by Mickie Niland. With no further discussion, Vice Chair Presmyk called for a vote. All were in favor. The Motion passed.

**9. REPORT – CONSIDER ACCEPTANCE OF ONE-TIME FY16 BUDGETED FUNDS REPORT:** Mary Harris did not understand what exactly it is that we are accepting or voting on. Rod Buchanan had directed his Staff to have Council Reports for each Consent Item and the recommended action. Tonight was an update on the one-times that were approved for this year. Rod requested that this item be pulled and brought back next month with a proper report. Vice Chair Presmyk called for a Motion to continue this item to the next regularly scheduled meeting.

**MOTION:** Mickie Niland made a Motion to Continue this Consent Item on One-Time FY16 Budgeted Funds Report to next month's Board meeting, seconded by Paul Marchant. All were in favor, the Motion passed.

#### **PRESENTATIONS:**

**10. OATH OF OFFICE ADMINISTERED TO NEW MEMBERS: LAN SHAFER AND MATTHEW ROBERTS.** This Agenda Item was moved from number 6. The new Board Members were asked to give an introduction.

Lan Shafer is looking forward to being a participant in this organization and to add back to the community. She has lived in Gilbert for about 12 years now. She has been involved with an organization called Agriscaping that teaches people how to turn regular landscaping into productive landscaping that is elegant and edible. She has incorporated that in her own yard to reduce the cost of maintenance, watering and resource consumption. She is passionate about continuing that into the community in some way to help Parks and Recreation to reduce maintenance costs and grow nutritious food, and for the community to participate and learn.

Matthew Roberts worked for the State at the Secretary of State's office for 6 years now. He is a New York transplant and moved here 7 or 8 years ago. He decided this is a great spot to get involved with the locality rather than just dealing with state issues. He is currently an AIA basketball official and has been a coach and official for 15 years between here and New York. He enjoys the recreational component of the community and the state.

Vice Chair Les Presmyk administered the Oath of Office to Lan Shafer and Matthew Roberts as full members of the Parks, Recreation and Library Services Advisory Board.

#### **AGENDA ITEMS:**

**11. PARKS AND RECREATION FOUNDATION – NOMINATION OF ONE (1) EX-OFFICIO MEMBER TO THE FOUNDATION'S BOARD OF DIRECTORS:** Vice Chair Les Presmyk asked for volunteers. Mickie Niland clarified that the person nominated would attend the new foundation board meetings once a month and report back to the Parks Board. Rod Buchanan stated that person would start attending the current board, which meets once a month during the day. Lan Shafer stated she may know someone who may want to serve on the board. She was asked to give the

name and contact information to either Melanie or Rod. Lan likes the Mission of the Foundation and would like to volunteer. Mickie noted that would be a lot to put on a new member, although she is grateful for the offer. Rod advised that we do not need to decide tonight. We can bring back in next month's agenda.

**12. SHADE IN PARKS – DATA COLLECTION FOR INCREASING SHADE IN PARKS:** Rod Buchanan presented a short report and is asking for input only tonight on the proposed approach. Councilmember Taylor brought this item up to look at opportunities to increase shade in our parks. Our proposed first step would be to get a current inventory of all the shade in our parks. The initial review is that we have 10 percent of parks shaded by trees. More shade means less grass will be able to grow. We also have 40 ramadas representing quite a bit of square footage. There are also shade structures over playgrounds or aquatic areas. Doing this inventory will take two to three months as there are 600 acres to cover. We will convert the square footage to acreage to determine what percent is shaded. While we are doing the inventory, we will also look at opportunities for shade i.e. benches, playgrounds not currently shaded, high gathering areas, etc. He is looking for Board input on the approach only.

Paul Marchant asked what is the cleanest tree we can grow with the least maintenance while providing shade? Would it be the Chinese elm? Paul is also on the Tree Board and they have talked about opportunities to donate benches and trees. Rod stated tonight is just about the methodology to move forward. Paul inquired on the price of large shade structures over basketball courts. Rod asked Paul to keep those ideas for later sessions. Mickie was concerned that the time required would take away from other projects. Rod noted they will do the inventory and evaluate opportunities in conjunction with other things such as playground inspections or irrigation work. Lan Shafer asked if the maintenance crew could collect this data for you. Rod stated that much of the landscape maintenance is done by contractors, not Town Staff, and that would not be part of their contract or scope of work. We also want continuity for the data gathered. Lan asked what time of day would they be collecting data as that would affect the type and amount of shade we are dealing with. Rod stated every shade structure will be evaluated the same way as to square footage of shade provided on the ground. They will also calculate based on tree size at maturity. He will be back in three months with a report.

**13. RETREAT – SELECT A MEETING DATE FOR ANNUAL PLANNING MEETING:** Proposed dates are September 29, 2015 6:00 P.M. or October 13, 2015, 6:00 P.M. Rod Buchanan stated we have had annual retreats held during the regular meetings. The Bylaws state that annual retreats are not to be held during regular meetings. Melanie Dykstra stated that October 13 is a regularly scheduled meeting date. We can hold the retreat meeting first, then close it and reopen for the regular meeting. She pointed out that week is fall break for Gilbert schools. We can also schedule the retreat on a separate date from the regular meeting. Mickie Niland asked if we are mandated to have a meeting every month. Rod replied no, however if there is business to conduct the public relies on the Board meeting at a regular date and time. It was decided to hold the Annual Planning Meeting Retreat on September 29th at 6:00 P.M.

**14. DISTRICT PARK – NOMINATION OF A MEMBER TO SERVE ON THE SELECTION COMMITTEE:** Required participation dates are September 24 and October 5. Rod Buchanan stated we will be interviewing potential candidates for public outreach and the conceptual design. He is asking for a Board member to sit on the selection committee. Paul Marchant noted both he and Ron were interested in the conceptual design. Rod advised that the person serving will be a voting participant for the selection. Other board members are welcome to attend the interviews. Packets will be available around September 14th and are to be reviewed and scored by September 23rd. Scores need to be submitted by September 24th. Scores can also be submitted electronically. The top three firms will be chosen based on the scores. Interviews of the three firms will be held October 5th in the afternoon. Mickie Niland, Paul Marchant and Rob Ferron all expressed interest. Vice Chair Presmyk was glad to have three board

members interested. He had been involved in several of these committees over the years and also teaches the class for the Gilbert Leadership. He asked if anyone had gone through the evaluation process. Rob Ferron had done so in other industries. Mickie had not. Paul was on the committee with the schools. Paul pulled out and is confident in the other two candidates. Rob Ferron also pulled out and stated Mickie would represent us well.

**MOTION:** Vice Chair Presmyk made a Motion to appoint Mickie Niland to act as our Representative on the District Park Selection Committee, with Robert Ferron as the alternate. Mary Harris seconded the Motion. All were in favor. The Motion passed.

**15. MINUTES-CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR MEETINGS OF JUNE 9, 2015, AUGUST 18, 2015 AND THE SPECIAL MEETING OF SEPTEMBER 1, 2015:** A MOTION was made by Mary Harris; seconded by Paul Marchant to approve the minutes of the regular Parks, Recreation and Library Services Advisory Board meetings of June 9, 2015 and August 18, 2015 and the special meeting of September 1, 2015. Vice Chair Presmyk called for a vote. All were in favor and the Motion passed.

**16. FUTURE AGENDA ITEMS:**

- Operational Report – Aquatics
- Board Meeting Process Improvements Volunteer
- One-Time FY16 Budgeted Funds Report
- Parks and Recreation Foundation – Appointment of Ex-Officio Member
- Sports Coalition Report
- Shade in Parks Report

Board Members may contact Chair Ron Coleman or Melanie Dykstra with any agenda items to be added.

**17. REPORT FROM VICE CHAIR:** Vice Chair Presmyk reported that Council approved the establishment of the Welcome Home Veterans Park. We are very appreciative of that, as are the veterans of our community. This is seven acres next to public safety, anchored by the Vietnam Wall, and will be an educational center, a resource center for veterans as well as a memorial to all past wars with space for future wars. Paul Marchant asked what portion was paid for by donations. Vice Chair Presmyk stated of the \$3 Million we expect half to be in kind. The groundwork, construction, engineering and design work will be donated. Councilmember Taylor asked what role this Board will have as that park develops. Les noted even though they have decide to name it Welcome Home Veterans Park, it still needs to go before the Parks Board for official approval of a name and then go to Council. Rod Buchanan stated under the agreement it will not be a town park. It is a private-public arrangement and technically will not fall under the purview of the Parks. If they want to make it a park, it would need to be stated in that agreement and then we can do a naming process. Les stated they will bring the design to this Board for input. The committee understands that whether technically a park or not, it becomes a parklike amenity for the Town and we will be before this Board asking for input and review.

**18. REPORT FROM BOARD MEMBERS:** There were no reports from Board Members.

**19. REPORT FROM COUNCIL LIAISON:** Councilmember Taylor welcomed both Matthew and Lan to the Board and looks forward to their active participation. He encouraged them to feel free to speak up and get involved. You are the eyes and ears that we rely on at Council to give us feedback and input. This is a substantive period for this Board with the Parks & Recreation Master Plan. There is a lot of work yet to happen and we really value your input. Feel

free to talk with Rod and his staff on questions or areas you would like to learn more on. Rod Buchanan stated we will have a new member orientation and tour. Councilmember Taylor asked Rod to notify the Council when they will hold the Orientation as they may want to participate.

**20. REPORT FROM STAFF LIAISONS:** John Kennedy reported for Rob Giles that shade covers at Crossroads and Freestone will start next week and will be completed by October 1. There are six structures going in at Freestone. He also stated the Fall Adult Sports begins next week with 181 teams in three sports: softball has 113; basketball has 52 and volleyball has 16 teams.

Melanie Dykstra reported she attended the first year of director school in West Virginia for a week. She is looking forward to applying some new knowledge. It was a neat opportunity to meet people from all over the country and see how they do things. She will attend next year as well.

Rod Buchanan reported that on Thursday night the Council will be considering the land solicitation we discussed last week and also approval of submitting a grant for the Western Canal Trail overpass over the railroad tracks.

**21. UPCOMING SPECIAL EVENTS:**

- Constitution Fair – Saturday, September 19th, 6:00 P.M., Civic Center
- Movie in the park “Home” – Sept 23rd, 6:45 P.M., Gilbert Community Center
- Youth Fishing Day – Saturday, October 3rd, 8:00 A.M. to noon, Water Ranch Lake at Riparian Preserve
- Playground Ribbon Cutting – Saturday, October 10th, 9:00 A.M., Veterans Park, Heritage District. This date was moved due to construction delays with the recent rains. They will have pancakes and other breakfast items.
- Concert Dates, 6:30 P.M.:
  - October 8th – Swain’s World
  - October 22nd – Sir Harrison Band

**22. MOTION TO ADJOURN:** Mickie Niland made a MOTION to adjourn the meeting; seconded by Mark Dobay. All were in favor. The meeting was adjourned at 7:21 P.M.

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Les Presmyk, Vice Chair

**ATTEST:**

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Melanie Dykstra, Management Support Analyst

(TE: 14082507)